

**Name: Sarah M. Jones**  
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## **JOB PROFILE**

**All Job Series Held: 1102,1105, 318**  
**All Grades Held: 12,11,10,09,08**

## **WORK EXPERIENCE**

<b>Dates</b>	<b>Hours</b>	<b>Position Title, Pay Plan-Series-Grade</b>	<b>Organization</b>
<b>05/2002 - Present</b>	<b>40</b>	<b>Contract Specialist, GS-1102-12</b>	<b>NASA</b>

**Supervisor: Mary Brown**

**Experience:** As a Contracting Officer, I perform a full range of pre-award and post-award contracting functions such as reviewing procurement requests to ensure completeness, coordinating with requestors to ensure a clear and mutual understanding of their requirements; conducting market research and selecting the best procurement method to obtain goods and services including complex and state-of-the-art research and development. I utilize criteria such as set-asides and subcontracting opportunities. I prepare acquisition plans to provide milestones for the procurement action. I perform cost and price analysis of proposals. Establishing a negotiation position, I negotiate and finalize the proposed action with one or more parties, depending on the type of action, and document the negotiations.

I prepare post-award administration plans, and conduct post-award conferences for the contracts I administer. I coordinate with technical personnel to ensure contractor compliance with the contract requirements and monitor the progress which includes submitting the appropriate reports and assuring the delivery of hardware items. Ensure the protection of Government funding and property through coordination with technical monitors, auditors and property specialists.

<b>Dates</b>	<b>Hours</b>	<b>Position Title, Pay Plan-Series-Grade</b>	<b>Organization</b>
<b>3/2000-5/2002</b>	<b>40</b>	<b>Contract Specialist, GS-1102-12</b>	<b>Defense Logistics Agency (DLA)</b>

**Supervisor: Larry Spence**

**Experience:** Perform pre-award and post-award contracting functions. Develop solicitations based on regulatory policies and implementation timeframes. Conduct extensive market research including data analysis to ensure that proper tariffs and procedures are followed. Attend industry and customer meetings. Negotiate with parties and award contracts based on best value. Administer contracts and perform closeout.

<b>Dates</b> 2/1998 - 3/2000	<b>Hours</b> 40	<b>Position Title, Pay Plan-Series-Grade</b> Contract Administrator, GS-1102-11	<b>Organization</b> Defense Logistics Agency (DLA)
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**Supervisor: Larry Davidson**

**Experience:** Administered contracts. Utilize Department of Defense and other acquisition regulations, policies and procedures to evaluate requests for the use of military financing to purchase items/services via direct commercial contracts. Ensure that contracts contain the necessary elements based on U.S. government policy and acquisition regulations. Recommend approval/disapproval of these requests.

<b>Dates</b> 6/1995 - 2/1998	<b>Hours</b> 40	<b>Position Title, Pay Plan-Series-Grade</b> Contract Specialist, GS-1102-9	<b>Organization</b> Department of Defense
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**Supervisor: Allen Johnson**

**Experience:** Administered lower dollar contracts. Utilize Department of Defense and other acquisition regulations, policies and procedures to evaluate requests for the use of military financing to purchase items/services via direct commercial contracts. Ensure that contracts contain the necessary elements based on U.S. government policy and acquisition regulations.

<b>Dates</b> 5/1994 - 6/1995	<b>Hours</b> 40	<b>Position Title, Pay Plan-Series-Grade</b> Purchasing Agent, GS-1105-9	<b>Organization</b> NASA
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**Supervisor: Susan Murphy**

**Experience:** Apply principles, concepts, and methodology of contracting and procurement in processing purchasing orders. Negotiate and award bilateral purchase orders for unique equipment, instruments, used in research studies. Administer purchase orders that require extensive monitoring and oversight to resolve complex problems, including financial issues. Review purchase requisitions as an approver in the Integrated Financial System/SAP. Resolve anomalies within the purchase requisition and provide solutions to these problems including financial, technical, and procurement issues.

<b>Dates</b> 5/1992 - 5/1994	<b>Hours</b> 40	<b>Position Title, Pay Plan-Series-Grade</b> Secretary, Office Automation, GS-318-8	<b>Organization</b> Department of Defense
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**Supervisor: Earl Brown**

**Experience:** Served as the Administrative Assistant to the Commander of the Logistics Office. As such, maintained and coordinated his calendar; acted as the liaison between him, the staff and other offices. I prioritized the action log; maintained and prepared human resource records including performance appraisals, time and attendance, training, and travel. I maintained Agency level directives and policies; and developed local office guidelines, and procedures for lower graded clerical staff. I prepared reports, and materials for various presentations.

<b>Dates</b>	<b>Hours</b>	<b>Position Title, Pay Plan-Series-Grade</b>	<b>Organization</b>
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**Supervisor:**

**Experience:**

Dates	Hours	Position Title, Pay Plan-Series-Grade	Organization
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**Supervisor:**

**Experience:**

Dates	Hours	Position Title, Pay Plan-Series-Grade	Organization
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**Supervisor:**

**Experience:**

Dates	Hours	Position Title, Pay Plan-Series-Grade	Organization
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**Supervisor:**

**Experience:**

## DETAIL EXPERIENCE

Dates	Hours	Position Title, Pay Plan-Series-Grade	Organization
08/2004 to 04/2005	40	Leadership Development Program (LDP) Participant	NASA Headquarters

**Supervisor: Ken Apple**

**Experience:** While on assignment in the Leadership Development Program (LDP), I developed and presented NASA's revision of agency-specific regulatory guidance at a formal session of the Federal Demonstration Partnership. I developed and issued a Grant Information Circular to resolve a particularly difficult problem involving the transfer of research principal investigators to new institutions and provided significant assistance in updating the NASA Research Announcement (NRA) Guidebook. The NRA Guidebook revision, which will be issued soon, is used by thousands of researchers and administrative support staff in preparing research proposals for NASA consideration.

Dates	Hours	Position Title, Pay Plan-Series-Grade	Organization
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**Supervisor:**

**Experience:**

Dates	Hours	Position Title, Pay Plan-Series-Grade	Organization
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**Supervisor:**

**Experience:**

## MILITARY EXPERIENCE

Dates	Position Title	Annual Salary	Branch
6/1989 - 2/1992	Information Protection/Security Administrator	\$15,000	United States Marine Corps

**Experience:** Entered over 500 Navel Warfare Publications into the computer system database, improving accountability, control, and research of documents. On a daily basis, catalogued documents for control and distribution. Prepared and audited quarterly inventories for sub-accounts. Maintained document and allowance requirements for the project libraries. Created and maintained a disk file system for messages and correspondence. Assisted with command information and personnel security inspections to ensure adequacy and efficiency.

Dates	Position Title	Annual Salary	Branch
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**Experience:**

## VOLUNTEER EXPERIENCE

Dates	Hours	Position	Organization
11/1998 - 5/2002	8	Served as President/Vice-President of the Parent Board for a non-profit, on-site day care.	Child Day Care

**Experience:** As part of a seven-member Board, I provided oversight and management of day care operations for 123 children. The Board defined space requirements, workforce needs, operating budgets, and facility needs. I coordinated development of the Strategic Plan. I led the advocacy to corporate management for building modifications and for cost sharing on expenses. I regularly communicated with key stakeholders to ensure that they were informed.

I gained skills in business management, managing a budget of \$.5M a year, resource advocacy, staffing, staff policy formulation and oversight for 20 diverse employees, implementation of complex state regulation and compliance issues and liaison responsibilities to Senior Management, Legal and the Ohio State Dept. of Education. I co-authored a revision to an employee handbook and day care policies and procedures.

I was part of a three member team responsible for hiring a teacher, obtaining kindergarten letter of approval and charter from the State of Ohio. I ensured the adoption and implementation of the state recommended "Nondiscriminatory Policy" and that a process was in place to compile statistical data on day care enrollment and staffing diversity. This included staff training and development to obtain the approval.

Dates	Hours	Position	Organization
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**Experience:**

**Dates**

**Hours**

**Position**

**Organization**

**Experience:**

**POST-SECONDARY EDUCATION**

<b>School</b>	<b>Degree Obtained*</b>	<b>Completion Date</b>
The Ohio State University	MBA, Business Administration	06/1985
The Ohio State University	BA, Accounting	06/1979

**\*If you have not completed the degree, list relevant academic coursework below.**

**School**

**Course(s)**

**Hours  
Completed**

**Completion  
Date**

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**Signature**

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**Date**